

मापदण्ड ६: पाठ्यक्रमले तोके बमोजिमको पूर्वाधार, सामग्रीहरू र प्रयोगात्मक अभ्यासको व्यवस्था
(Physical Facilities for Practical)

Program:- Office Management

SN	Item to be supervised	Yes	No	Total
1	A multipurpose hall with following items			
a	Space (40 sq meter)*			
b	Set up*			
c	Telephone & Internet facility*			
d	White board			
e	OHP*			
f	Computer with multimedia*			
g	CD Player, TV or Smart TV			
h	CD display board			
i	Weight machine			
j	Collator			
k	Electric stapler*			
l	Binding machine*			
m	Photocopy machine*			
n	Folding machine			
o	Sealing and inserting machine			

*Critical